



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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RICHARD J. CODEY
Acting Governor
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☆☆
GLENN K. RIETH
Major General
The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 105.6*

15 July 2005

ASSIGNMENT AND USE OF WIRELESS COMMUNICATION DEVICES

1. PURPOSE: This Directive establishes the policies and procedures for the assignment, reassignment, use, and termination of use for all wireless devices (i.e. cellular telephone equipment, cellular line service, pagers, blackberries, and PDA equipment).

2. REFERENCE: Department of Treasury, Circular Letter 04-06-OIT, dated 01-12-2004.

3. POLICY:

a. Department of Military and Veterans Affairs State employees may be assigned a wireless communications device, if required for their job duties.

b. Cellular phones will be issued to the following:

(1) Commissioner, Deputy Commissioner, DCVA, Assistant Commissioner, Directors, and Chief Executive Officers (CEO);

(2) To other DMAVA employees on a case-by-case basis with specific justification of need for immediate accessibility.

c. Blackberries may be issued to the Commissioner, Deputy Commissioners, Assistant Commissioners and Directors. In specific instances, approval may be for a Blackberry/cellular telephone combination.

d. Pagers may be issued to other state employees whose duties keep them away from the office and need to be in contact with their offices but do not need to respond immediately.

e. Other PDA's will be approved on a case-by-case basis. Written justification of need must accompany a request.

f. Multiple devices are not authorized. Exception to policy requests will be forwarded to the Assistant Commissioner for review and approval.

g. All requests for State wireless device authorization shall include the NCFS account billing information annotated on the CTR-1 form. Division Directors and CEOs shall ensure sufficient funding is available to support the request.

3. POLICY IMPLEMENTATION:

a. The Information Administrative Services Division-Information Services Bureau (IASD-ISB) shall coordinate Department-wide implementation of this policy.

b. Each division shall ensure that cellular telephones are only used for state and/or federal business in cases where there is no ready, safe access to another telephone.

4. APPROVAL RESPONSIBILITY: The Assistant Commissioner will approve all departmental wireless device requests for State employees.

5. USER RESPONSIBILITY:

a. Employees assigned the use of a cellular telephone and wireless equipment are responsible for its proper and safe use. If the telephone assigned is lost or stolen, the circumstances must be reported immediately to the IASD-ISB-Telecommunications.

b. Cellular telephones and wireless equipment are to be kept in the possession of the employee to whom the cellular telephone has been assigned. Cellular phones shall not be left in vehicles or given to other persons for their use. Wireless devices will not be used while operating State vehicles unless by means of a hands-free device.

c. Employees shall reimburse the State for any unofficial use of the assigned cellular telephone line service via a check to the Department of Treasury, State of New Jersey with three percent sales tax included.

6. PROCEDURES:

a. **REQUESTS:** All requests by State employees for wireless devices must be submitted to the Assistant Commissioner for approval. If approved, State requests shall be forwarded to IASD-ISB-Telecom. Approved cellular telephone requests shall be forwarded by IASD-ISB to the New Jersey Department of Treasury-OIT for action.

(1) Note: All requests by Federal employees for wireless equipment must be submitted to the CofS-Army or the CofS-Air/ESSO for approval. All federal requests shall be processed IAW established DOD policies and regulations.

(2) All state requests for assignments, reassignments, and terminations must be submitted on The Department of Treasury form CTR1 (Cellular Wireless Device Request) with a letter of justification from the appropriate Division Director or CEO attached. The space for "Approved by" is reserved for the Assistant Commissioner's signature. See attached sample form CTR1 Cellular Wireless Device Request (Encl 1) for instructions on form completion.

b. ISSUE: Once approved, IASD-ISB will notify the assignee and his/her immediate supervisor, and arrange for delivery of the wireless device. All equipment issues will be accomplished by means of a DA Form 2062 (Hand Receipt). All DA Form 2062's (sample attached) must be signed by the person accepting the equipment. All wireless equipment issued to department personnel on Hand Receipt will also be recorded on the State IT equipment inventory at the time of issue.

c. MAINTENANCE: All maintenance and repair of wireless equipment and/or service will be coordinated through the IASD-ISB-Telecom section. Requests for assistance shall be reported to the Telecom Services Help Desk at 609-530-6931.

d. TURN-IN: Personnel who are reassigned or who terminate employment with the Department must turn-in all wireless equipment and related accessories to the IASD-ISB-Telecom section prior to their reassignment or departure. All equipment turn-in(s) will be accomplished by means of the DA Form 2062 (Hand Receipt) and annotated to the State IT inventory at the time of turn-in.

(IASD)

The proponent of this Directive is the Information and Administrative Services Division-Information Services Bureau. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: IASD-ISB-Telecom, PO Box 340, Trenton, NJ 08635-0340

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DAVID S. SNEDEKER
Acting Chief Information Officer
Director, Information and Administrative Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F

CELLULAR WIRELESS DEVICE REQUEST STATE OF NEW JERSEY OFFICE OF INFORMATION AND TECHNOLOGY		OIT CONTROL NUMBER
		AGENCY CONTROL NUMBER
DEPARTMENT: DMAVA	DIVISION:	
AGENCY: TELECOM	DATE: 1/4/2005	
COORDINATOR: SOPHIE GUZIKOWSKI	TELEPHONE NO: 609-530-6925	
APPROVED BY:	DATE: 1/4/2005	
ACTIVITY: NEW <input type="checkbox"/> AREA CODE DISCONNECT <input type="checkbox"/> NUMBER SUSPEND <input type="checkbox"/> NUMBER UPGRADE EQUIPMENT <input type="checkbox"/> NUMBER BILLING ACCOUNT CHG <input type="checkbox"/> NUMBER VENDOR CHANGE <input type="checkbox"/> NUMBER BLACKBERRY SERVER NAME BLACKBERRY SERVER SEAT NUMBER: OTHER <input type="checkbox"/> EXPLAIN	SHIP TO:	
USER:	TELEPHONE BILLING ACCOUNT NUMBER: 100-3600-032-3110	
VENDOR:	PO #:	
EQUIPMENT REQUESTED AND ASSOCIATED COST:	FOR OIT USE ONLY PLAN:	
	SUBMITTED BY:	
	DUE DATE:	

CTR1 FORM
Revised 11/21/2003

NCFS Account Information must be entered

Enter hand receipt no.

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